Community Supervision Standards	CHAPTER: DOCUMENTATION, REPORTING AND RECORDS	STANDARD NO. CSS–03–101
Juvenile Justice Authority State of Kansas	SUBJECT: FILE AUDITS	PAGE: 1 of 1
REFERENCES: None	DATE ADOPTED: 7/1/06 DATE REVIEWED:	

STANDARD: Written policy, procedure and practice provide that the information in juvenile files is accurate and up-to-date by conducting thorough juvenile case file and CASIMS data audits. Audits shall be conducted at a minimum of one active juvenile case file from each Community Supervision Officer every three (3) calendar months.

DISCUSSION: Community Supervision Agencies may select any file at random to ensure each Community Supervision Officer's files are in compliance with locally developed policy/procedure and state standards. Each file audit should be documented on a Community Supervision Agency audit form and placed in the juvenile file upon completion.